ADMINISTRATIVE POLICY
NUHS Residency Resident Movements

Document No.: NUHS-RES-02
Revision: 01-06-15
Original Date: 01-07-12
Effective Date: 01-07-12

Process Owner: Clara Sin
Assistant COO & Director, GME Office / Medical Affairs-Education

Approval: A/P Shirley Ooi
Designated Institutional Official, NUHS Residency

Description of Content/Change:

☐ New Document ☐ Major Content Change ☐ Minor Content Change ☐ Non-content Change ☐ Deletions Only

Any hardcopy, printed or photocopied, is considered an uncontrolled copy, unless it is the original, signed-off version.

Applicability:

☐ NUHS Corporate Office ☐ NUH ☐ NUS – SoM/FoD (Executive & Professional Employees Only)

1.0 Objectives

1.1 To set out a framework governing resident movements in all NUHS residency programs.

1.2 The policy serves to provide oversight to the Designated Institutional Official (DIO) and Graduate Medical Education Committee (GMEC) of resident movements which includes but not limited to transfers, switches and resignations.

1.3 The policy takes reference from the MOH Residency Terms and Conditions Annex A dated April 2015, NUHS Residency Agreement and NUHS Resident Manual.

2.0 Scope

2.1 Policy applies to all resident movements for the NUHS residency programs.

3.0 Definitions

3.1 Resident’s Transfer / Switch

3.1.1 Resident’s transfer/switch is defined as resident who withdraws from one residency program, and wishes to enter another residency program in:
i. the same specialty offered by a different Sponsoring Institution; or
ii. a different specialty offered by the same Sponsoring Institution; or
iii. a different specialty offered by a different Sponsoring Institution.

3.2 Resident’s Resignation

3.2.1 Resident’s resignation is defined as when resident voluntarily expresses the intention to withdraw from the residency program and terminates his/her training prior to the end date of the training program.

4.0 Guidelines & Procedures

4.1 One Year Penalty

4.1.1 In accordance with the Ministry of Health (MOH) guidelines, residents described in 3.1.1 are required to apply to their desired programs on a competitive basis during the annual resident applications. However they will have to wait for one year from the date of discontinuation of the original residency program under the current rules. They may also not get their program of their choice if they are not selected. They will not be able to return to their previous program once they have withdrawn from it.

4.1.2 For any unforeseen circumstances, residents may appeal to the MOH to be exempted from the rule stated in 4.1.1.

4.2 Programs Withdrawn From

4.2.1 The resident who wishes to transfer/switch/resign from the current residency program must inform the Program Director (PD) of his/her intention. The PD will speak to the resident to understand the reasons underlying the request and provide counsel as necessary.

4.2.2 After the PD has provided counsel to the resident and the resident maintains the decision on the transfer/switch/resignation, the matter is escalated to the DIO. The DIO/DIO’s designate will speak to the resident to further understand and remediate the situation.

4.2.3 If all remediation plans fail, the resident is required to submit a written notification (either via email or letter) of his/her intention to transfer/switch/resign from the program with a notice of not less than one (1) month to the PD, with a copy forwarded to the DIO and MOH Holdings (MOHH).

4.2.4 Both the PD and DIO/DIO’s designate will conduct an exit interview session with the departing resident separately. The interviews serve to

(1) document all feedback and reason of transfer/switch/resign from the departing resident,
(2) identify and resolve any key issues that the resident may have with the program/institution, and
(3) offer some forms of encouragement or guidance to the resident if necessary.
Refer to Annex A for the Exit Interview Form.

4.2.5 Upon completion of the exit interview sessions, the PD will provide the resident:

1. a written acceptance of the transfer/switch/resignation, detailing the effective period, and
2. a written or electronic verification of the resident’s
   a) training and educational experiences;
   b) performance evaluation including assessment of competence in:
      i) Patient care
      ii) Medical Knowledge
      iii) Practice-based learning and improvement
      iv) Interpersonal and communication skills
      v) Professionalism
      vi) Systems-based practice, and/or
      vii) any other information relevant to the program transfer/switch
           (e.g. reason for withdrawal)

Refer to Annex B and C for the Acceptance Letter.

4.2.6 The exit form, letter and report mentioned in 4.2.4 and 4.2.5 will be:

1. provided at the point of withdrawal for the resident’s personal record,
2. kept by the program, which the resident withdrew from, for record purpose, and
3. furnished to DIO office for record purpose (applicable to exit form only).

4.2.7 GMEC will be updated of the transfer/switch/resignation of the resident and circumstances involved.

4.3 Program Receiving

4.3.1 The PD of the receiving program should obtain the information detailed in 4.2.5 before accepting a resident transfer/switch into the program.

4.3.2 Receiving program will issue a written acceptance of the transfer/switch and issue a new training contract to the resident.

4.3.3 Resident’s transfer/switch, if successfully matched and accepted, is to commence residency as R1. For accelerated progression to R2, resident must be supervised closely and assessed for his/her competencies, and provided appropriate remediation, if needed, before placement as R2 can take place, in accordance to current MOHH policy.

5.0 Forms

5.1.1 The template for exit interview form can be found in Annex A, and program acceptance of resident’s transfer/switch/resignation can be found in Annex B and C.
Annex A – Exit Interview Form

2. Resident
Movement_Annex_Ex

Annex B - Acceptance of Withdrawal from Program

2. Resident
Movement_Annex_Ac

Annex C – Acceptance into Program

2. Resident
Movement_Annex_Ac